

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Regular Meeting
Wednesday, May 27, 2015**

MINUTES

Members present: Julie Culp, Chris Darrow, Lisa Matson, Catherine McCall, Margaret McCaw, Cynthia Mello, James Russo, Vincent Shea

Members absent: Alicia Wayland

1.0 Call to Order

Chair J. Russo called the meeting to order at 7:01 PM.

2.0 Public Comment

None

3.0 Approval of Regular Meeting Minutes of April 22, 2015

Motion made by C. McCall and seconded by J. Culp to approve the minutes of the April 22, 2015 Regular Meeting.

Vote: Yes (8). Motion carried unanimously.

4.0 Review Results of Town Referendum Vote

J. Russo reported the referendum vote: 567 Yes; 304 No. He expressed thanks to all who worked to promote the project, including those who presented to town groups and those who made phone calls.

5.0 New Business

5.1 Consider and Act Upon a Work Plan for Phase II

The committee discussed its approach to the next phase of the project.

The following plan was developed:

Meetings will be increased to bi-monthly. J. Russo will post an agenda for the second Monday of each remaining month in 2015 as a Special Meeting (location TBD). Next meeting will be June 8, 2015.

Working subcommittees were established to research information, draft documents as needed, and meet with town officials. These subcommittees will bring information and recommendations to the full committee for discussion and decision making.

The subcommittees include:

Timeline Development: J. Russo

Liaison with Town Officials: J. Russo, V. Shea

Design: C. Darrow, J. Culp

Relocation: C. Mello, J. Culp, C. McCall

RFQ Development: M. McCaw, J. Russo, V. Shea

Public Relations/Communication: L. Matson, J. Culp, C. Mello

5.2 Development of Request for Qualifications (RFQ)

RFQ for architectural services needs to be prepared. This phase includes design development and construction drawings which will be reviewed by appropriate town boards and officials and then used as bid documents. At an appropriate time, an RFQ for project management services will also need to be prepared. The subcommittee will bring a draft RFQ for architectural services to the next meeting for review and approval.

5.3 Fire Marshal Concerns

S. Schuett shared concerns that appropriate funding will be in place to ensure that the project will be in full compliance with all codes. He was assured that the design phase plans will be reviewed by all appropriate town officials and boards.

6.0 Review and Approval of Invoices

None.

J. Russo will check with the Finance Office to determine current balance in the Building Committee Fund, as well as determine the source of funding for the next phase of work.

7.0 Adjournment

Motion made by J. Culp and seconded by C. Darrow to adjourn at 8:10 PM.

Vote: Yes (8). Motion carried unanimously.

Respectfully Submitted,
Cynthia Mello, Secretary